

# CITY OF HOUSTON

## PLANNING AND DEVELOPMENT DEPARTMENT

### SUBDIVISION PLATTING RECORDATION DEDICATORY ACKNOWLEDGEMENTS AND CERTIFICATIONS

## APPENDIX A: OWNERS ACKNOWLEDGEMENT

STATE OF TEXAS

COUNTY OF (name of county in which plat is located)

1

We, (name of owner or owners) acting by and through (name and title of officer) being officers of (name of company or corporation), owner (or owners) hereinafter referred to as Owners (whether one or more) of the (number of acres) tract described in the above and foregoing map of (name of subdivision or development), do hereby make and establish said subdivision and development plat of said property according to all lines, dedications, restrictions and notations on said maps or plat and hereby dedicate to the use of the public forever, all streets (except those streets designated as private streets, or permanent access easements), alleys, parks, water courses, drains, easements and public places shown thereon for the purposes and considerations therein expressed; and do hereby bind ourselves, our heirs, successors and assigns to warrant and forever defend the title to the land so dedicated.

**FURTHER,** Owners have dedicated and by these presents do dedicate to the use of the public for public utility purposes forever unobstructed aerial easements. The aerial easements shall extend horizontally an additional eleven feet, six inches (11' 6") for ten feet (10' 0") perimeter ground easements or seven feet, six inches (7' 6") for fourteen feet (14' 0") perimeter ground easements or five feet, six inches (5' 6") for sixteen feet (16' 0") perimeter ground easements, from a plane sixteen feet (16' 0") above ground level upward, located adjacent to and adjoining said public utility easements that are designated with aerial easements (U.E. and A.E.) as indicated and depicted, hereon, whereby each aerial easement totals twenty one feet, six inches (21' 6") in width.

**FURTHER,** Owners have dedicated and by these presents do dedicate to the use of the public for public utility purposes forever unobstructed aerial easements. The aerial easements shall extend horizontally an additional ten feet (10' 0") for ten feet (10' 0") back-to-back ground easements, or eight feet (8' 0") for fourteen feet (14' 0") back-to-back ground easements or seven feet (7' 0") for

sixteen feet (16' 0") back-to-back ground easements, from a plane sixteen feet (16' 0") above ground level upward, located adjacent to both sides and adjoining said public utility easements that are designated with aerial easements (U.E. and A.E.) as indicated and depicted hereon, whereby each aerial easement totals thirty feet (30' 0") in width.

**FURTHER**, Owners do hereby declare that all parcels of land designated as lots on this plat are originally intended for the construction of single family residential dwelling units thereon (or the placement of mobile home subdivision) and shall be restricted for same under the terms and conditions of such restrictions filed separately.

**FURTHER**, Owners do hereby covenant and agree that all of the property within the boundaries of this plat shall be restricted to prevent the drainage of any septic tanks into any public or private street, permanent access easement, road or alley or any drainage ditch, either directly or indirectly.

**2** **APPLICABLE IF STREETS WITHIN THE PLAT ARE TO BE DEVELOPED WITHOUT CONCRETE PAVEMENT, GUTTER AND STORM SEWERS:**

**FURTHER**, Owners do hereby covenant and agree that all of the property within the boundaries of this plat is hereby restricted to provide that drainage structures under private driveways shall have a net drainage opening area of sufficient size to permit the free flow of water without backwater and in no instance, have a drainage opening of less than one and three quarters (1-3/4) square feet (18" diameter) with culverts or bridges to be provided for all private driveways or walkways crossing such drainage facilities.

**3** **APPLICABLE IF PLAT IS WITHIN HARRIS COUNTY:**

**FURTHER**, Owners do hereby dedicate to the public a strip of land fifteen fifth teen feet (15'0") wide on each side of the center line of any and all bayous, creeks, gullies, ravines, draws, sloughs, or other natural drainage courses located in said plat, as easements for drainage purposes, giving the City of Houston, Harris County, or any other governmental agency, the right to enter upon said easement at any times for the purpose of construction and maintenance of drainage facilities and structures.

**FURTHER**, Owners do hereby covenant and agree that all of the property within the boundaries of this plat and adjacent to any drainage easement, ditch, gully, creek or natural drainage way is hereby restricted to keep such drainage ways and easements clear of fences, buildings, planting and other obstructions to the operations and maintenance of the drainage facility and that such abutting property shall not be permitted to drain directly into this easement except by means of an approved drainage structure.

4

**APPLICABLE IF PRIVATE STREET OR PERMANENT ACCESS EASEMENTS ARE ESTABLISHED WITHIN THE PLAT:**

FURTHER, Owners do hereby covenant and agree that those streets located within the boundaries of this plat specifically noted as private streets or permanent access easements, shall be hereby established and maintained as private streets or permanent access easements by the owners, heirs, successors and assigns to property located within the boundaries of this plat and always available for the general use of said owners and to the public for firefighters, fire fighting equipment, police and emergency vehicles of whatever nature at all times and do hereby bind ourselves, our heirs, successors and established as private streets or permanent access easements.

5

**APPLICABLE IF THE PLAT IS OUTSIDE THE CITY OF HOUSTON, BUT WITHIN HARRIS COUNTY**

FURTHER, Owners certify and covenant that they have complied with or will comply with the existing Harris County Road Law, Section 31-C as amended by Chapter 614, Acts of 1973, 63<sup>rd</sup> Legislature and all other regulations heretofore on file with the Harris County Engineer and adopted by the Commissioners' Court of Harris County.

6

**APPLICABLE IF THE PLAT IS A REPLAT UNDER THE PROVISIONS OF § 212.014, LOCAL GOVERNMENT CODE:** (replat not requiring a public hearing with notification)

FURTHER, Owners hereby certify that this replat does not attempt to alter, amend, or remove any covenants or restrictions; we further certify that no portion of the preceding plat was limited by deed restriction to residential use for not more than two (2) residential units per lot.

7

**APPLICABLE IF THE PLAT IS A REPLAT UNDER THE PROVISIONS OF § 212.015 OR AN AMENDING PLAT UNDER THE PROVISIONS OF § 212.016, LOCAL GOVERNMENT CODE:** (replat requiring a public hearing with notification and amending plats)

FURTHER, Owners hereby certify that this replat does not attempt to alter, amend, or remove any covenants or restrictions.

## APPENDIX B: EXECUTION OF OWNERS ACKNOWLEDGEMENT

Be advised that all owners' signatures shall be acknowledged by a Notary Public (reference Appendix D).

### **APPLICABLE IF THE OWNER IS AN:**

WITNESS my (or our) hand in the city of Houston, Texas, this (number) day of (month), (year).

(Signature of owner or owners)  
Print name(s)

Be advised that all corporations require an attesting name and signature. All other entities may use a sole signature.

### **APPLICABLE IF THE OWNER IS OTHER THAN AN INDIVIDUAL:**

**IN TESTIMONY WHEREOF**, the (name of company) has caused these presents to be signed by (name of president), its president, thereunto authorized, attested by its Secretary (or authorized trust officer), (name of secretary of authorized trust officer), this (number) day of (month), (year).

(Name of company)

By: (Signature of president)  
Print name, title

Attest: (Signature of secretary or authorized trust officer)  
Print name, title

## APPENDIX C: LIENHOLDERS ACKNOWLEDGEMENT AND SUBORDINATION STATEMENT

Be advised: 1) holders of all liens against the property being platted must execute the final plat or prepare separate instruments which shall be filed for record with the plat; and 2) all lienholder signatures shall be acknowledged by a Notary Public (reference Appendix D).

I (or we), (name of lienholder), owner and holder of a lien (or liens) against the property described in the plat known as (name of subdivision plat), said lien (or liens) being evidenced by instrument of record in the Clerk's File No. (number(s)) of the O.P.R.O.R.P. of (county name) County, Texas, do hereby in all things subordinate our interest in said property to the purposes and effects of said plat and the dedications and restrictions shown herein to said subdivision plat and I (or we) hereby confirm that I am (or we are) the present owner (or owners of said lien (or liens) and have not assigned the same nor any part thereof.

By: (Lienholder's signature)  
Print name

## APPENDIX D: NOTARY PUBLIC ACKNOWLEDGEMENT FOR ALL SIGNATURES

### EXAMPLE FORM

STATE OF TEXAS

COUNTY OF HARRIS

BEFORE ME, the undersigned authority, on this day personally appeared (name of person(s) signing the plat or instrument), (corporation titles if appropriate), known to me to be the person(s) whose name(s) are subscribed to the foregoing instrument and acknowledgement to me that they executed the same for the purposes and considerations therein expressed (add for corporations, “and in the capacity therein and herein stated, and as the act and deed of said corporation”).)

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this  
(Number) day of (month), (year)

(Notary Public's signature)  
Notary Public in and for the State of Texas  
Print name

(Affix notary seal)

My Commission expires: (Date)

## APPENDIX E: CERTIFICATE FOR ENGINEER OR SURVEYOR

I, (name of surveyor), am authorized (or registered) under the laws of the State of Texas to practice the profession of surveying and hereby certify that the above subdivision is true and correct; was prepared from an actual survey of the property made under my supervision on the ground; that all boundary corners, angle points, points of curvature and other points of reference have been marked with iron (or other suitable permanent metal) pipes or rods have an outside diameter of not less than three quarter (3/4) inch and a length of not less than three (3) feet; and that the plat boundary corners have been tied to the nearest survey corner (and to the city of Houston survey marker system: to be added if the plat boundary is within a general area where such system has been developed).

(Surveyor's signature)  
Print name

Texas Registration No. (number)

(Affix seal)

## APPENDIX F: CERTIFICATE FOR PLANNING COMMISSION

This is to certify that the Planning Commission of the City of Houston, Texas, has approved this plat (or instrument when appropriate) and subdivision of (name of subdivision) in conformance with the laws of the State of Texas and the ordinances of the City of Houston as shown hereon and authorized the recording of this plat (or instrument when appropriate) this (number), day of (month), (year).

By: (Chairman or Vice Chairman's signature)

Print name

Title Chairman or Vice Chairman

By: (Secretary's signature)

Print name

Secretary

Affix Planning Commission Seal



## APPENDIX G: HARRIS COUNTY ENGINEER

I, (name), County Engineer of Harris County, hereby certify that the plat of this subdivision complies with all the existing rules and regulations of this office as adopted by the Harris County Commissioners' Court and that it complies or will comply with all applicable provisions of the Harris County Road Law as amended and all other Court adopted drainage requirements.

(County engineer's signature)

Print name

County Engineer

## APPENDIX H: CERTIFICATE FOR HARRIS COUNTY COMMISSIONERS' COURT

APPROVED by the Commissioners' Court of Harris County, Texas, this (number) day of (month), (year).

(Commissioner's signature)

Print name

Commissioner, Precinct 1

(Commissioner's signature)

Print name

Commissioner, Precinct 2

(County Judge's signature)

Print name

County Judge

(Commissioner's signature)

Print name

Commissioner, Precinct 3

(Commissioner's signature)

Print name

Commissioner, Precinct 4

## APPENDIX I: COUNTY CLERK FILING ACKNOWLEDGEMENT STATEMENT

I, (print name), Clerk of the County of Harris County, do hereby certify that the within instrument with its certificate of authentication was filed for registration in my office on (month date), (year), at (time) o'clock, and duly recorded on (month date), (year), at (time) o'clock, and in Film Code Number (number) of the Map Records of Harris County for said county.

Witness my hand and seal of office, at Houston, the day and date last above written.

(Clerk of county court's signature)

**Print name**

Clerk of the County Court  
Harris County, Texas

By: (Deputy's signature)

Deputy

## APPENDIX J: VACATION OF SUBDIVISION

### EXAMPLE FORM

STATE OF TEXAS

COUNTY OF (name of county in which plat is located)

KNOWN ALL MEN BY THESE PRESENTS:

I (or we), (name of owner or owners if individuals) or (name of president and secretary or authorized trust officer of the company or corporation), being the sole owner(s) and proprietor of the following described property in (name of city and county), Texas, to-wit:

(Provide legal description of the property including, but not limited to, the acreage, the name of the recorded subdivision, the name of the survey and abstract number, and recording references.)

Do hereby desire and declare that said plat, subdivision and dedication thereon be vacated and canceled so as to convert all of said platted property to acreage tracts as same existed before such property was platted, subdivided and recorded.

(At this point any rights-of-way, easements or any other feature established in the subdivision being vacated which will not be canceled as a result of this vacation action should be described.)

## APPENDIX K: AMENDING PLAT CERTIFICATES

Be advised: The following certificates and acknowledgements are required to be placed upon the face of the plat that is being amended. All owners' signatures shall be acknowledged by a Notary Public (see Appendix D). Include the appropriate replat note found in Appendix A. If the amending plat is outside the city limits of Houston, but within Harris County Appendices G, H, I and J are required.

I (name of surveyor), hereby certify that the following changes were necessary to eliminate errors which appear on the plat of (subdivision name), recorded on (month date, year), in Volume (number), Page (number), of the Harris County Map Records (or when applicable, film code number of the O.P.R.O.R.P. of Harris County, Texas):

(Provide a detailed explanation of the changes to be made)

(Surveyor's signature)  
Print name

Texas Registration No. (number)

(Affix seal)

I (or we), (name(s) of owner(s)), owner(s) of the property directly affected by this amending plat being lot(s) (numbers) out of block(s) (numbers) as indicated hereon, to hereby consent to this amending plat for the purposes herein expressed.

(Owner's signature)  
Print name

APPROVED by the Houston Planning Commission this (number), day of (month), (year).

By: (Chairman or Vice Chairman's signature)  
Print name  
Title Chairman or Vice Chairman

By: (Secretary's signature)  
Print name  
Secretary

## APPENDIX L: RETURN MAP AGREEMENT

(Date)

### RECORDED MAP RETURN AGREEMENT CERTIFICATE

This is to certify that (name), owner or authorized agent of the owner of land being platted or subdivided known as, (subdivision name), approved by the Houston Planning Commission of the city of Houston, authorized (name), County Clerk of Harris County, or his (her) authorized Deputy to return the original recorded map or plat of said subdivision only to the Director of the city of Houston, Department of Planning and Development or to his (her) authorized employee, who shall file such original recorded map or plat in the permanent records of the Department of Planning and Development.

(Signature)

**Print name**

Director, Department of Planning  
And Development, or  
Authorized employee

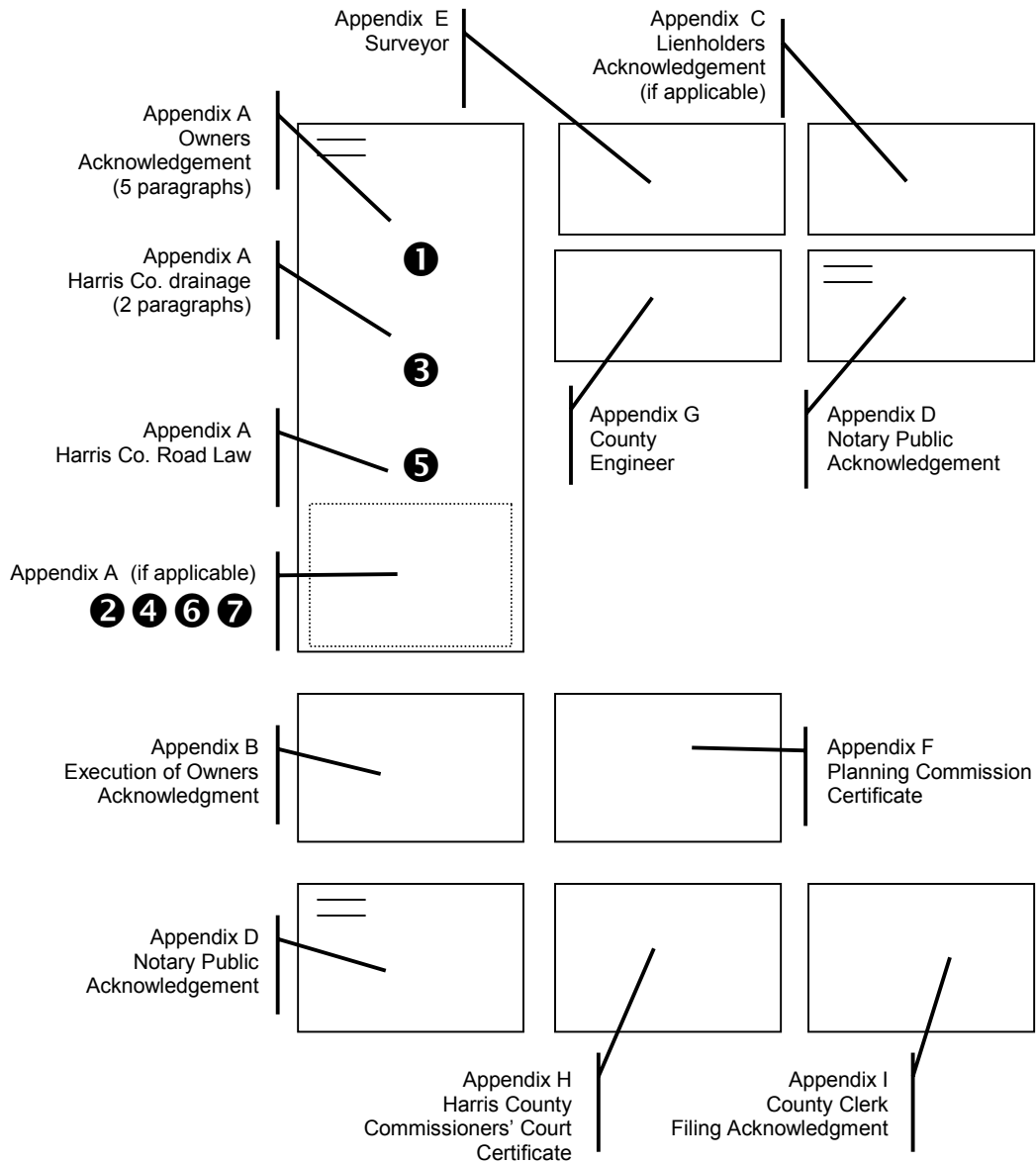
(Signature)

**Print name**

Owner or authorized agent of  
owner of land being subdivided

# Dedication and Certificate Examples

## Harris Co. outside city limits



# Dedication and Certificate Examples

Within Houston city limits

